

MANDATORY/REQUIRED TRAINING NEEDS AND RECORD FORM

INSTRUCTIONS: This document is a business tool used to identify and collect required/mandatory training information. It will be used to identify and record training that is required in order for an employee to perform the duties of their current work activities or to fulfill training required by Agency and Center policy, law, or regulation. It will include both on-the-job (OJT) as well as formal training activities. Developmental training is not to be documented on this form.

Supervisors must complete this form for each work activity performed within their organization. See LMS-CP-4309 for the detailed procedure.

Employees who have not completed training requirements documented below cannot work independently on the work activities for which the training is required. This form may also be used by supervisors to document OJT. The official repository for all other training records is the Office of Human Resources.

ORGANIZATION					
OFFICE OF EQUAL OPPORTUNITY PROGRAMS					
EMPLOYEE NAME					
TRAINING REQUIRED	TRAINING METHOD	WHEN REQUIRED	DURATION	RENEWAL DATE (IF APPLICABLE)	SUPERVISOR SIGN/DATE UPON COMPLETION
ALL EMPLOYEES					
LMS Policy Manual	OJT	Immediate	30 minutes	N/A	
LMS Organizational Unit Plan	OJT	Immediate	30 minutes	N/A	
LMS Center Procedures	OJT	Immediate	30 minutes	N/A	
LMS Organizational Procedures	OJT	Immediate	30 minutes	N/A	
NASA Equipment Management (NPG 4200.2B) Training	Classroom	Immediate, as appropriate	2 hours	As upgraded	
Credit Card Training	Classroom	Immediate, as appropriate	2 hours	N/A	
Bankcard Reconciliation System (Approvers)	OJT	Within 1 month, as appropriate	30 minutes	N/A	
EPRS (Purchase Request Approvers)	OJT	Within 1 month, as appropriate	30 minutes	N/A	
WebTADS Entry	OJT	Immediate	30 minutes	N/A	
Travel Manager	Classroom/OJT	Immediate	2 hours	As upgraded	
IT Security Training	Live/web-based	Within First Year	1-2 hours	Annual/as required	
Facility Safety Overview	OJT	Immediate	1 hour	Annual/as required	

Introduction to the Federal Equal Employment Opportunity Program	Classroom	Within 3 months	2-3 days	N/A	
Basic Equal Opportunity Counseling	Classroom	Within 3 months	2-3 days	N/A	
Constructive Conflict Resolution	Classroom	Within 3 months	2-3 days	N/A	
EQUAL EMPLOYMENT SPECIALIST					
Special Emphasis Program Management Training	Classroom	Within 3 months	3-5 days	N/A	
Federal Equal Employment Opportunity Affirmative Employment Planning	Classroom	Within 3 months	3-5 days	N/A	
Preventing Sexual Harassment in the Federal Sector	Classroom	Within 6 months	1-3 days	N/A	
Managing a Multicultural Workforce	Classroom	Within 6 months	1-3 days	N/A	
Selective Placement of Persons with Disabilities	Classroom	Within 3 months	3-5 days	N/A	
Processing Discrimination Complaints	Classroom	Within 3 months	3-5 days	N/A	